

## TABLE OF CONTENTS

### I. Program Overview

A.	Eligibility .....	3
B.	Suitability .....	3
C.	Description .....	3
1.	Juvenile Drug Court Referral Process .....	3
2.	Juvenile Drug Court Screening .....	3
D.	Juvenile Drug Court Operations .....	4
1.	Tracking Juvenile's Progress .....	4
2.	Progress Review .....	4
3.	Incentives/Sanctions .....	4
E.	Accountability Program Goal .....	6
F.	Designing an Individualized Accountability Program Plan .....	6
G.	Required Accountability Program Components .....	7
1.	Northeast Central .....	7
2.	East Central .....	8
3.	South Central .....	9
H.	General Program Policies .....	10
1.	Participant Orientation .....	10
2.	Guidelines for Drug Court Participant and Family Members .....	10
3.	Juvenile Drug Court Team .....	12
4.	Juvenile Drug Court Accountability Program Plan .....	12
5.	Visitors .....	12
6.	Tobacco .....	12
7.	Drug Testing .....	12
	Northeast Central .....	13
	East Central .....	13
	South Central .....	14
8.	Tracking .....	16
9.	Community Service .....	16
10.	Termination .....	17
11.	Graduation .....	18

### II. Staff Responsibilities .....

A.	Juvenile Drug Court Judge .....	19
B.	Juvenile Court Officer .....	19
C.	Juvenile Drug Court Coordinator .....	19
D.	State's Attorney .....	19
E.	Defense Counsel .....	20
F.	Treatment Provider .....	20
G.	School .....	20

H.	Family	20
I.	Law Enforcement	20
J.	State JDC Coordinator	20
<b>III.</b>	<b>Juvenile Drug Court Forms</b>	<b>21</b>
A.	Juvenile Drug Court Contract	22
B.	Consent for Release of Confidential Information	23
C.	Confidentiality Notification of Alcohol and Drug Abuse Patient Records	24
D.	Intake Interview and Screening Form	25
E.	Accountability Program Plan	26
F.	Participant Intake Worksheet	28
G.	Conditions of Formal Probation	29
H.	Progress Reports	30
I.	Weekly Progress Report	31
J.	Weekly Progress Report	32
K.	Weekly Order	33
L.	School Attendance Progress Report	34
M.	Community School Progress Report	35
N.	Participant's Weekly Report	36
O.	Student Passport	37
P.	Tracking and Drug/Alcohol Testing Notification Form	38
Q.	Questionnaire Regarding Mental Health and Substance Abuse Services	39
R.	Participant's Application for Path Advancement	41
S.	Parent's Application for Child's Path Advancement	42
T.	Participant's Application for Advancement to Path IV	44
U.	Exit Questionnaire	46
V.	Parent Exit Questionnaire	48
W.	Court Sign-In Sheet	49
X.	Motion for Dismissal of Action	50
Z.	Termination Order	51

## **PROGRAM OVERVIEW**

### **A. ELIGIBILITY**

1. Referring offense may be either drug or non-drug related. (There are no restrictions on the number of prior offenses or convictions.)
2. Juvenile must be between the ages of 13 and 18.
3. No prior violent felony level adjudications or pending petitions alleging violent felony level delinquent acts.
4. No previous referral to JDC.
5. No prior or pending charges of selling and/or manufacturing controlled substances.
6. Admission to the offense and/or a court order to the program.
7. An assessment must be completed indicating a drug and/or alcohol abuse problem.
8. The JDC team has some flexibility as to who is eligible, depending on their age, drug and/or alcohol history and nature of their prior convictions, to enter the JDC program.

### **B. SUITABILITY**

1. Motivated.
2. Ability to benefit from the services.
3. Appropriate services exist within the drug court treatment providers to effectively address the juvenile's needs.

### **C. DESCRIPTION**

JDC is a post petition/post adjudication program with the option of the petition being dismissed six months after the participant successfully completes the JDC program. The Northeast Central Judicial District JDC program lasts a minimum of nine to twelve months and the East Central Judicial District JDC program is six to twelve months. The South Central Judicial District JDC program lasts six to nine months. The program is aimed at intervening in alcohol and/or drug-using and criminal behavior through intense supervision and participation in recovery services. Initially, juveniles in JDC are required to appear before the JDC judge every week. At each appearance, the JDC judge reviews the progress or lack of progress of the youth. Six months after graduation from the JDC program, the judge has the option of dismissing the current offense.

1. JDC Referral Process: A youth may be referred by different sources to be screened for JDC eligibility. Juvenile court personnel, state's attorney, defense counsel, and the treatment provider may refer juveniles to the JDC program.
2. JDC Screening: If the juvenile appears to be eligible for JDC, the juvenile will be referred to the JDC team to determine if the youth is an appropriate participant. The JDC team members will recommend that the juvenile be accepted or denied admittance to JDC and describe the reasons for their recommendations. After adjudication, if the JDC team recommends admittance to the program a hearing date will be obtained before the JDC judge. Prior to the initial hearing, the juvenile will be required to sign a Juvenile Drug Court Contract. The juvenile will be advised of his right to confidentiality by his attorney and asked to sign a *Consent for Release of Confidential Information* by the JDC team/case manager. The juvenile may revoke, at any time during his participation in JDC, his

consent to the *Consent for Release of Confidential Information*. Failure of the juvenile to sign the contract or consent form or revocation of consent will terminate the juvenile's eligibility for participation in JDC.

#### **D. JUVENILE DRUG COURT OPERATIONS**

At the initial hearing before the JDC judge, the juvenile will admit to the petitioned offenses and the judge may order the juvenile to participate in drug court. The participant will appear in court as required for progress review hearings before the JDC judge. Parents/guardians are expected to appear at each court hearing.

1. Tracking Juvenile's Progress: Before each court appearance, the JDC coordinator will gather attendance and participation information from the youth's accountability program plan and treatment program. The information will be reported in a progress report for the JDC judge to review.
2. Progress Review: The JDC judge will review the progress report in court with the youth. If incentives for compliance or sanctions for non-compliance are called for, the consequence is immediate, appropriate, and levied on an individual basis. The youth will be advised of the next court appearance date and a list of tasks to be completed before that date.
3. Incentives/Sanctions: The following are the range of incentives and sanctions imposed by the JDC judge.

##### **Incentives:**

1. Recognition at review hearing
2. Excused from review hearing during the fourth week if the three prior weeks are clean and in compliance with program.
3. Decreased drug testing.
4. Faster progress through the accountability program.
5. Special awards from area merchants, business people, and other donors, i.e., movie passes, tickets to athletic events, bowling passes, coupons and other discounts, tickets to school events.
6. Reduction of community service hours.
7. Job opportunities
8. Riding along with local law enforcement.
9. Tuition for educational classes.
10. Decreased counseling sessions.
11. Decreased outside meetings.
12. Faster graduation from program.
13. Dismissal of current offense.

##### **Sanctions:**

The options for sanctions follow and are prioritized from less severe/restrictive. Any one sanction or a combination of sanctions may be chosen based on the extent of noncompliance with the JDC Accountability Program Plan.

1. Admonishment by JDC judge
2. Written assignments (such as papers on effects of specific drugs, honesty, accountability, someone who has had a positive influence on their life, importance of drug counseling, etc.)
3. Letter of apology
4. Community service projects
5. Loss of privileges, such as drivers license and constructive free time
6. Attend and report on adult court proceedings
7. Increased support group meetings or counseling sessions
8. Fines as authorized by statute.
9. Increased drug testing
10. Increased court appearances
11. Electronic monitoring (home detention)
12. Detention upon order of court pending a hearing to determine probation revocation.
13. Residential treatment
14. Return to previous phase or termination from the program
15. Any other sanctions deemed appropriate by the court
16. Termination from the program.

### **Suggested Guidelines for Sanctions**

#### Infraction

#### Sanctioning Options

1 <sup>st</sup> positive alcohol/drug screen	1 - 12
2 <sup>nd</sup> positive alcohol/drug screen	1 - 12
3 <sup>rd</sup> and subsequent positive alcohol/drug screens	1 - 15
Non-completion of community service hours	1 - 5
Minor disruptive, disrespectful behavior	1 - 5
Major disruptive, disrespectful behavior	1 - 11
1 <sup>st</sup> un-excused absence from counseling/other activities	1 - 7
2 <sup>nd</sup> un-excused absence from counseling/other activities	1 - 7, 11, 12
3 <sup>rd</sup> and subsequent un-excused absence from counseling/other activities	1 - 15
1 <sup>st</sup> unexcused absence from school/work	1, 2, 5
2 <sup>nd</sup> unexcused absence from school/work	1, 2, 4, 5
3 <sup>rd</sup> and subsequent unexcused absence from school/work	1, 2, 5 - 15
1 <sup>st</sup> unexcused absence from process review hearing	1, 2, 4 - 10
2 <sup>nd</sup> unexcused absence from process review hearing	1 - 12
3 <sup>rd</sup> and subsequent unexcused absence from process review hearings	1 - 15

*\*Option #16 is available for any violation*

### **Suggested Drug Court Behavior Schedule**

#### Behavior

#### Sanction

Tardy	1 <sup>st</sup> - 2 hours community service (CS) 2 <sup>nd</sup> - 4 hours CS 3 <sup>rd</sup> - 6 hours CS
Skip/un-excused absence	1 <sup>st</sup> - 8 hours CS 2 <sup>nd</sup> - 10 hours CS

Dirty alcohol/drug screen	3 <sup>rd</sup> - 12 hours CS
	1 <sup>st</sup> - 8 hours CS
	2 <sup>nd</sup> - 12 hours CS
Skip Treatment	3 <sup>rd</sup> - 16 hours CS
Skip Probation Contact	4 hours CS
Bad Home Report	8 hours CS
	1 - 3 hours CS (Discretion suitable to report)
Curfew violation	
1 - 30 minutes	2 hours CS
31 - 60 minutes	4 hours CS

#### **E. ACCOUNTABILITY PROGRAM GOAL**

The goal of the JDC accountability program is to provide youth with the opportunity to stop using drugs, resulting in reduced criminal activity. The effectiveness of the program plan for a juvenile depends on the authority and power of the court that orders the drug court participation and requires collaboration and cooperation between all those who work with the juveniles.

The continuum of services for the JDC accountability program plan includes participation in treatment, alcohol/drug testing, community service, incentives and sanctions and additional programs as determined by the JDC judge.

#### **F. DESIGNING AN INDIVIDUALIZED ACCOUNTABILITY PROGRAM PLAN**

The accountability program plan will be designed to appropriately respond to the needs of each drug court participant. Each participant will review with the assigned court officer his program, which may include, beyond the probation agreement: community service, drug and/or alcohol dependency treatment, restitution, school attendance and other requirements as appropriate. The treatment component will be set by the treatment staff and may include group sessions, individual counseling, etc.

## G. REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

### Northeast Central Judicial District Juvenile Drug Court Program

Length of Program – 9 months minimum

	<b>Path 1</b> Orientation <i>Minimum of four weeks</i>	<b>Path 2</b> <i>Minimum of three months</i>	<b>Path 3</b> <i>Minimum of three months.</i>	<b>Path 4</b> <i>Minimum of three months.</i>
Drug Court Review Hearings	One per week.	One per week or as determined by judge.	One per week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.	Every other week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.
Alcohol/Drug Screens	Obtain baseline if necessary. Minimum of two alcohol/drug screens a week, both random and scheduled; to advance to next path must have four weeks clean tests.	Minimum of two weekly until earn less often tests. Both random and scheduled.	Minimum of two weekly until earn less often tests. Both random and scheduled	As ordered by judge.
Probation Contact	1 - 2 contacts per week.	One contact per week.	One contact per week.	Every other week.
Tracking	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Parental Involvement	Parents will participate in orientation. Parents are expected to appear in JDC weekly review hearings and attend alcohol/drug evaluation with participant. Parents will also be expected to attend family therapy if appropriate.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.
Community Service (CS)	As a requirement of initial order, participant must complete 20 hours of CS. CS will be used as a sanction for non compliance.	CS will be used as a sanction for non compliance.	CS will be used as a sanction for non compliance.	CS will be used as a sanction for non compliance.

Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".
Educational Classes	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Individual Treatment	The participant will get an alcohol/drug evaluation, if not yet completed.	Participant will participate in treatment as recommended by treatment provider or JDC team if necessary.	Participant will participate in treatment as recommended by treatment provider or JDC team if necessary.	Participant will participate in treatment as recommended by treatment provider or JDC team if necessary.

**East Central Judicial District Juvenile Drug Court Program**  
Length of Program - 6 to 12 Months

	<b>Path 1</b> Intensive 2-3 months	<b>Path 2</b> Intermediate 2-3 months	<b>Path 3</b> Aftercare 2-3 months
Drug Court Review Hearings	One per week.	Every other week or as ordered by judge.	When necessary plus graduation
Alcohol/Drug Screens	Minimum of two alcohol/drug screens per week. Both random and scheduled. Tests may also be given upon direction of treatment provider and ordered by judge.	Every other week. Minimum of two contact per month.	One contact per month.
Probation Contact	1-2 times per week as ordered by judge.	Every other week. Minimum of two contacts per month.	One contact per month.
Tracking/Electronic Monitoring	Tracking and electronic monitoring as ordered by judge.	Less intensive tracking.	As ordered by judge.
Parental Involvement	One per week in JDC. Review hearings and family therapy as ordered, "Keys" or other education program.	Every other week in JDC. Review hearings and family therapy as ordered by judge.	When necessary be present at JDC review hearing.



Community Service (CS)	20 total hours. Two hours per week as ordered by judge.	None unless ordered by judge.	None unless ordered by judge.
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise.	Required unless ordered otherwise.	Required unless ordered otherwise.
Individual Treatment	Low intensity outpatient three times per week. (Two hours per group)	High intensity program outpatient. Four times per week. (Two hours per group) One hour family session.	Relapse prevention. Two hours per week. One hour family session.
Support Groups	School groups as ordered by judge.	School groups and AA/NA as ordered by judge.	School groups and AA/NA as ordered by judge.

**South Central Judicial District Juvenile Drug Court Program**  
Length of Program: 6 to 9 months

	<b>Path 1</b> Intensive 2-3 months	<b>Path 2</b> Intermediate 2-3 months	<b>Path 3</b> Aftercare 2-3 months
Drug Court Review Hearings	One per week or determined by judge.	One per week or determined by judge.	Bi-weekly or determined by judge.
Alcohol/drug Screens	Minimum of two per week. Both random and scheduled. Tests may also be given upon direction of treatment provider and ordered by judge.	Both random and scheduled alcohol/drug screens. Test may also be given upon direction of treatment provider and ordered by judge.	Random alcohol/drug screens as directed by treatment provider and ordered by judge.
Probation Contacts	1-2 times per week.	Weekly or as ordered by judge.	Bi-weekly or as ordered by judge.
Tracking/Electronic Monitoring	As ordered by judge.	As ordered by judge.	As ordered by judge.
Parental Involvement	One per week in JDC. Involvement in drug/alcohol treatment and family based program.	One per week in JDC. Involvement in drug/alcohol treatment and family based programs.	Bi-weekly in JDC. Involvement in drug/alcohol treatment and family based programs.

Community Service	Minimum of 20 hours of community service (CS) to be completed by graduation. CS credit will be used as a reward/incentive or sanction for noncompliance.	CS credit will be used as a reward/incentive or sanction for noncompliance.	Completion of CS hours. CS credit will be used as a reward/incentive or sanction for noncompliance
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance/Employment.	Required unless ordered otherwise by judge. Participant will use "passport" until completion of Path 1.	As ordered by judge.	As ordered by judge.
Education Classes	As ordered by judge.	As ordered by judge.	As ordered by judge.
Individual Treatment	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.
Support Groups	School groups and AA/NA as ordered by judge.	School groups and AA/NA as ordered by judge.	School groups and AA/NA as ordered by judge.

## H. GENERAL PROGRAM POLICIES

### 1. Participant Orientation

After a drug and alcohol evaluation has been completed, but before first JDC review hearing, each participant will receive an orientation interview from juvenile court staff. The purpose of this interview is to help orient the youth and parents to the program and answer any questions they may have. At this time the participant and parents will review program policies and expectations. The juvenile will also complete the Juvenile Drug Court Contract, Consent to Release of Confidential Information and a treatment contract.

### 2. Guidelines for Drug Court Participants and Family Members

*The following program guidelines have been developed and approved by the Juvenile Drug Court (JDC) Team. All participants and parents should read through these guidelines carefully. To avoid unnecessary sanctions and misunderstandings, please ask if you have questions.*

**Appropriate Dress:**

Participant and family members are expected to dress appropriately for all JDC activities. Clothing displaying drug or gang symbols, colors, or inappropriate language is prohibited. There shall be no wearing of hats, see through or bare mid-drift shirts in court.

**Language and Behavior:**

During all JDC activities participants and family members are expected to refrain from the use of profanity and the glorification of alcohol or drug use. No racist, sexist, homophobic, sexual, violent or other offensive comments will be tolerated. Abusive behavior (in the form of insulting language, physical gestures, aggression, or otherwise offensive behavior) will be sanctioned and may be grounds for termination from the JDC Program.

**Courtroom behavior:**

The drug court team expects all drug court participants and family members to show respect and courtesy to all courtroom staff, families in attendance, and other observers. No food or beverages are allowed in the courtroom.

**Weapons:**

No weapons are allowed at ANY JDC activities. If a weapon is found on a participant he or she will be sanctioned and may be terminated from the JDC Program.

**Smoking:**

Smoking is prohibited at all JDC functions regardless of participant's age.

**Punctuality and Advance Notification of Absences:**

Drug court participants and family members are expected to be on time for all JDC activity. If a participant is unable to attend any drug court activity, he or she must provide advance notice to probation officer or case manager. All attendance, notification and/or lateness issues will be reported to the court and are subject to sanction.

**Parents:**

Parents are not to use illegal substances or use alcohol to excess.

### **3. Juvenile Drug Court Team**

The JDC team will assist in the design of an individualized accountability plan for each JDC participant. The JDC team consists of: the JDC judge, the juvenile court officer, the JDC coordinator, the state's attorney, the defense attorney, a school representative, law enforcement and treatment providers. The team will meet as necessary to discuss the participants.

### **4. Juvenile Drug Court Accountability Program Plan**

The participant and family are to comply with the accountability program plan (APP). The APP will be an individualized plan for each participant taking into consideration gender and age issues. The APP will be a comprehensive, coordinated, strength-based individual plan of treatment and rehabilitation services for each participant and their family. The plan will be developed in collaboration with the JDC team, the juvenile and family. This plan will address chemical dependency treatment, mental health issues, school performance, peer relationships and self-esteem issues regarding each participant.

The assessment of the juvenile and family will include careful and thorough consideration of the cultural perspectives of the youth and their families and the cultural relevance of the process of treatment. The APP will incorporate a variety of strategies that build on cultural strengths.

The plan will be reviewed, at a minimum, every 30 days. Changes will be discussed with the participant.

### **5. Visitors**

Community members, with the approval of judge, may be present in the courtroom during status review hearings.

### **6. Tobacco**

JDC recognizes that there are participants under the age of 18 who use/possess tobacco products. JDC does recognize that enforcement of the tobacco law is difficult for law enforcement and will similarly be difficult for JDC.

Keeping all of the above in mind, JDC adopts the following concerning tobacco products:

- JDC will not test for use of tobacco products.
- JDC staff, case workers and trackers will have an obligation to report to the staff any direct observation of a participant who is seen possessing or using tobacco products.
- JDC can assess community services hours, other appropriate sanctions, and/or make referral to smoking cessation class for each adjudicated violation of the tobacco laws or a staff, caseworker, tracker report of a participant's violation of the tobacco laws.

### **7. Drug Testing**

The accountability program will include scheduled and random alcohol/drug screens. The *Tracking and Drug/Alcohol Testing Notification Form* will be kept in the participant's file and forwarded to the court before each status appearance. The first alcohol/drug screen will occur at the

time of orientation. Each drug court has specific guidelines to follow.

### **Northeast Central:**

The juvenile probation officer will order alcohol machines and alcohol saliva swabs. Trackers obtain these items from the juvenile court office. When a tracker arrives at the youth's home, make sure client has nothing in his/her mouth. If client has gum in mouth, has recently brushed teeth, used mouthwash, or drank anything, wait 10-15 minutes before testing for alcohol. Use breath machine or alcohol saliva swab as instructed to test for alcohol. If the test is positive for alcohol, tracker should complete *Tracking and Drug/Alcohol Testing Notification Form* and leave appropriate copy with parent or guardian, if parent or guardian is home, or participant, if parent or guardian is not home. If the test is positive for alcohol, tracker should ask the client if they admit to drinking and tracker should record notes of exactly what happened while they were in the home. If test is positive for alcohol and the client denies drinking, tracker should attempt to obtain a urine sample from the client and take the sample to juvenile court to be sent to the laboratory. The lab can detect alcohol in the urine.

The juvenile probation officer will order drug test kits, adulteration strips, cups, temperature strips, and latex gloves. The trackers pick these supplies up at the juvenile court office.

Trackers should place a temperature strip on the urine cup and temperature should show between 92-98 degrees immediately after urine sample is given. Tracker should supervise the urine sample by entering the bathroom with the client when tracker is same gender as client. Adulteration strips should be used to check for adulteration whenever possible and especially if something seems suspicious about the specimen. Suspicious samples or extremely clear samples (look like water) should also be sent to the lab for an adulteration test. Test the urine sample by following drug test kit instructions and read results. If test is clean, dispose of urine sample immediately. If test is positive, tracker should complete *Tracking and Drug/Alcohol Testing Notification Form* and leave appropriate copy with parent or guardian, if parent or guardian is home, or participant, if parent or guardian is not home, and ask the client if they admit to using. If the urine test follows a positive breath or saliva test, only one notification form need be completed by the tracker. Tracker should always keep a positive urine sample and bring it to the juvenile court office to be sent to the lab for confirmation and a drug level. Tracker should keep detailed notes about the event.

### **East Central's Procedures:**

Drug testing supplies are ordered by Southeast Human Service Center. They are kept at the JDC coordinator's office at Youthworks. Each tracker will keep a small supply of drug tests on hand. A minimum of one test per week is sent to the lab for each participant.

The tracker will gather all supplies prior to going into the home, including the materials needed to send the specimen to the lab. The tracker will explain the procedure to the client, including that the drug screen will be directly observed (i.e., urine coming directly from the body to the cup). The tracker will assure there is privacy within the bathroom, have the client empty their pockets, wash their hands with soap, rinse well, and dry. They will then give the client the specimen cup and have them break the seal (the client will be encouraged to fill the cup 3/4 full; however, the lab can test less than 1/4 inch of urine). The tracker will apply a temperature strip to the cup. It should read between 90 and 100 degrees within four minutes. The tracker will open the testing supplies in front of the client, dip the testing stick into the urine (not immersing

any of the plastic portions of the testing instrument into the urine), hold the instrument in the urine for 15-30 seconds, replace the cover on the instrument, and read it after five minutes, not before. Trackers will not read the instrument after ten minutes, as false results may occur. The tracker will inform the client of the test results; however, they will not interpret the testing in any way. Clients will be told only that the test indicates a positive or negative sample. If the clients have further questions regarding the testing, trackers will encourage them to contact their treatment provider. If the sample is positive, trackers will NOT retest the sample. They will inform the client that the sample will be sent to the laboratory for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with a parent or guardian. All paperwork will be completed with the client in the room. Trackers will have the client initial the seal and sign the form used by the laboratory. If the client refuses to sign the form, the tracker will use their initials on the seal, and where the client should sign, write client refusal. The yellow copy of the paperwork will be given to the client, the pink copy will be routed to Southeast Human Service Center, through the Court Officer or the JDC coordinator, and the original WHITE copy will be sent to the lab with the specimen. Trackers will then place the seal over the top of the specimen and place the label around the specimen container. The specimen will then be placed in the small plastic bag with the absorbent pad; any excess air will be squeezed out prior to sealing. Trackers will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer will be sealed with packaging tape and mail as soon as possible. If it is during business hours, trackers have the option of dropping the specimen and WHITE form off at SEHSC, this way the specimen will be sent via Airborne Express, and the results will be received approximately four days sooner.

Trackers are not to directly contact Redwood Toxicology Laboratories. If the client has questions regarding the results from the Lab, trackers will inform them the results should be received within one week and will be provided to them at Southeast Human Service Center or Juvenile Drug Court. Redwood will not release results to anyone except SEHSC. The clients are allowed 30 minutes and three eight-ounce glasses of water if they are not initially able to provide a sample.

Trackers will also conduct random alcohol screens. There are two forms of tests available, the Digital Alcohol Detector and the alco-screen. Trackers will follow all printed instructions on these screening devices and report all positive results on the Tracking and Drug/Alcohol Testing Notification Form.

If you have any questions during business hours, contact South East Human Service Center at 298-4620.

Path One requires a minimum of three drug screens per week. Path Two requires a minimum of two drug screens per week and Path Three requires a minimum of one drug screen per week or as ordered by the judge.

### **South Central's Procedures:**

Supplies for drug testing are ordered from Redwood Toxicology. Alcohol and adulterant tests are ordered from Roche. Supplies for Juvenile Drug Court testing are available at Youthworks in the coordinator's office. The tracker primarily administers drug and alcohol tests; however, the participant's probation officer may also administer a drug/alcohol test at any time.

Urine drug screens can be obtained by using either a two or four panel test kit. The two-panel test kit tests for THC, Methamphetamine/Amphetamine. The four-panel test kit tests for Cocaine, THC, Methamphetamine/Amphetamine and Opiates.

When testing a urine sample, the test card should not touch the urine, only the test strip itself should touch the urine. Hold the test strip in the sample for 5-10 seconds then place the cap on the card. The results should be read after five minutes. After ten minutes the test result is invalid.

Test results are **negative** if there is any red or pink line that appears, regardless of how light the line is. Test results are **positive** if NO line is present or if the card is snow white. If a tracker or probation officer question the result or is unsure of the result, the test should be sent to Redwood Toxicology Laboratories for testing and to obtain levels. In addition, if there is any suspicion regarding the appearance of a urine specimen, it is recommended the test be sent to Redwood Toxicology Laboratories for further testing. Unless a participant admits to recent substance abuse, all positive tests should be sent into the lab. However, even if a participant admits to usage, it may be important to obtain level usage.

If a test is positive, it is not the role of the tracker to confront the participant regarding any possible recent substance use. If the sample is positive, the tracker will complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with the participant or parent.

The Tracking and Drug/Alcohol Testing Notification Form consists of two sections and the procedure to complete the form is as follow:

Section 1: The tracker must fill in the organization they are employed with, the participant's name, the date and time the sample was taken, the name of the test used and what they tested positive for. The participant can either admit or deny substance use.

Section 2: Certificate of Disposition/Delivery. There are two options; the first option is the tracker and the parent signs the form. This is done to ensure that the parent has been notified of a positive drug tests. The second option is if the parent is not home, then participant and the tracker will sign the form. When using the second option, the tracker must be confident that the participant is not in any potential harm of a crisis situation as a result of the positive test.

Alcohol swab tests are also administered. Take the smallest pipet and extract liquid from the side of the test circle. Place a drop of liquid in with the yellow powder. Take the larger pipet and place one drop of urine in the other test circle. Wait two minutes until results can be read. Testing can be done up to twelve hour after the consumption of alcohol. A Breathalyzer machine can be obtained at the Youthworks office.

The role of the tracker that is obtaining the test is to observe the participant providing the sample. The tracker must be of the same gender of the participant they are observing. If the tracker is not the same gender, it is important the tracker search the bathroom, check the participant's pockets and socks.

When a participant is on Path One, a minimum of three tests are to be administered within a one-week period. Path Two participants will receive a minimum of two tests per week. Path Three participants will receive a minimum of one test a week. Testing, as stated for each Path, applies unless otherwise ordered by the judge. All tests must be random.

## **8. Tracking**

This is a strength-based program, working with youth in the community to be productive, law abiding and sober citizens.

### **Duties of Tracker:**

Meet with family and probation officer for initial contact and intake in order to review roles. The case manager (JDC coordinator) will contact the tracker for the initial contact with the participant and family.

Conduct alcohol sensor and urinalysis tests on random basis. All drug tests will be observed by the tracker if the participant is of same gender. Trackers will complete the *Tracking and Drug/Alcohol Testing Notification Form* of positive test and give to parents or guardian. If parent/guardian is not present, leave the notification at the participant's residence. If a positive test is obtained, send the sample to the lab.

Trackers are **not** to provide information to the participants and their families as to possible recommendations for the JDC participant.

Conduct curfew checks with the participant either by phone or in person. Curfews will be assigned on a weekly basis by the drug court judge during the weekly hearing. A participant is only required to contact the tracker of his comings and going when he/she is homebound, on electronic monitoring, or ordered by the judge. When a work schedule is needed it will be the participant's responsibility to provide this information to the probation officer or case manager and the tracker.

It is not the role of the tracker to follow-up on whether or not the participant is completing all of his court recommendations. Some of these recommendations are community services hours, 12-step meeting attendance, school attendance or any other court recommendations unless specified by the court. If a tracker has concerns, tracker is to document this information and it will be staffed with the team.

The tracker is not allowed to conduct drug tests at the participants' school or their place of employment.

Trackers are not to call the probation officer or case manager at home unless a crisis situation arises. A crisis situation may include the following:

1. The participant is at risk of running or is on the run.
2. The participant is suicidal or homicidal.
3. The participant has overdosed or needs medical attention.
4. The participant has become a threat to himself or someone else.

It is the responsibility of the JDC coordinator to notify the trackers of the court ordered testing and curfew checks following court each week.

## **9. Community Service**

When a new drug court participant enters into JDC, a referral from the participant's probation officer or Division of Juvenile Service (DJS) worker is sent to the community service



coordinator. The participant is required to contact the community service coordinator to schedule an appointment to open their file and to schedule their community service hours based on what has been ordered. Both the participant and a parent/legal guardian must meet with the community service coordinator before any community service arrangements will be made. During this meeting various forms are completed and a work site and start date are determined. The participant is also charged a program fee to cover program cost and liability insurance. Each week, as hours are ordered, the participant contacts the community service coordinator to arrange their hours for the week. The community service coordinator notifies work sites weekly of the scheduled dates and times. Each work site is also contacted weekly to verify that the hours have been completed and an update is sent to the JDC coordinator with the hours completed and the remaining balanced owed. If other community service projects are approved on a case by case basis, the team will ensure that work being performed is in compliance with child labor laws and the participant is covered under Worker's Compensation by the agency or the workplace.

Each participant must complete a minimum of twenty hours of meaningful court approved community service.

## **10. Termination**

### **Immediate Termination:**

If a participant has a new adjudication for possession of a controlled substance with the intent to sell or manufacture, or is adjudicated with a violent felony offense, he will immediately be terminated from the program and will be referred to juvenile court for further disposition.

### **Other Termination:**

When considering termination of a participant from the JDC Program, the team should take into account, but not be solely limited to the following factors:

- A. **Subsequent Offense** — The nature of the offense, the circumstances under which it was committed and its seriousness.
- B. **Treatment Issues** — The adherence of the participant to the treatment process, unabated continued use of illegal and/or harmful substances, duration of the participant's involvement in treatment, the treatment providers prognosis regarding the likelihood of successful completion of the JDC Program and the presence of significant obstacles to successful completion of the JDC program.
- C. **Probation Issues** — Participant's obedience to probation terms and conditions, participant's attitude regarding JDC directives, efforts to complete those directives and the duration of involvement in the JDC Program.
- D. **Other Issues** — Presence of over-riding mental health issues, family practices which continually inhibit recovery and continued evidence of an inability or unwillingness to make healthy choices regarding associates, peers, family, employment and school.

During the JDC team meeting, any JDC team member can make a recommendation for termination of a participant. The JDC judge makes the final determination for a juvenile to be

terminated from the program upon the recommendations of the JDC team.

## **11. Graduation**

JDC graduation is a celebration of a youth's successful completion of all drug court requirements.

### **Program Requirements:**

Successful completion of all phases of the program is required for graduation. All financial obligations, including restitution and community service fees, must be paid in full.

### **Celebration:**

The JDC celebration consists of a ceremony in open court. All participants of the program are asked to be present for a graduation. The celebration provides a specific time for the team, the participant, and the participant's family to acknowledge the work and success of the youth and to support the youth's future endeavors.

The JDC coordinator is in charge of the preparations for the participant's graduation.

### **Dismissal of Current Offense:**

Six months after graduation from the JDC Program, the judge has the option of dismissing the current offense.

### **Dismissal of Juvenile Court Record:**

In addition to dismissal of current offense, the juvenile may be entitled to dismissal of his juvenile court record if he remains offense free for a two-year period. Application to the court for dismissal of the juvenile court record is the responsibility of the JDC participant. Reference is made to N.D.C.C. § 27-20-54, N.D. Sup. Ct. Admin. Policy 403, and Sup. Ct. Admin. R. 19 relating to destruction of juvenile court records.

### **Follow-up:**

The JDC coordinator will make contact with the participant and family within 45 days following graduation by letter and/or phone to offer additional support services.

## **II. STAFF RESPONSIBILITIES**

The JDC program is under the direction of Justice Mary Muehlen Maring. A project coordinator assists in the coordination of all activities related to the JDC program and responds to all statewide issues, policies, and inquiries regarding the JDC program. The JDC team consists of: the judge, juvenile court officer, local coordinator, state's attorney (prosecutor), public defender, school representative, law enforcement, and treatment provider.

### **A. Juvenile Drug Court Judge**

The judge serves as the overall facilitator of the accountability program plan by resolving criminal justice issues, helping to overcome problems impeding program progress, and resolving other difficulties. The judge not only oversees the case processing aspects of JDC cases but also is actively involved in reviewing the status of participants in the accountability plan, and provides the leadership and authority which enables the JDC to operate.

The judge is also part of the drug court team that meets regularly to assess the program's performance and implement changes to improve effectiveness.

### **B. Juvenile Court Officer**

After the court officer makes an initial screening of eligibility for JDC, the court officer shall refer the case to the JDC team. The JDC team will then determine if the youth is eligible to participate in the program. The JDC judge must then order the juvenile into the program. Upon admittance to the JDC program, the participant meets with his court officer and reviews the individualized accountability program plan.

### **C. Juvenile Drug Court Local Coordinator**

The coordinator will be responsible for gathering information on each individual participant for the weekly review hearing. He will maintain files on each juvenile and will be responsible for keeping the profile of each participant throughout their involvement in JDC. This person will contact all the relevant parties (tracker, school, probation officer, etc.) and be ready with that information for the regular team meetings and review hearings. The coordinator will also maintain the overall statistical data, budget, and relevant information for the state evaluation of the JDC. This person is also a community liaison for JDC.

### **D. State's Attorney**

The state's attorney confers with the JDC team to determine acceptance of a juvenile into the program. The state's attorney is a key member in formulating and adjusting the JDC program's operation and overall effectiveness, and has both administrative functions and traditional prosecutorial functions. The state's attorney is an active member of the team, facilitating the juvenile's progress throughout the program. The state's attorney should review all petitions and orders before a juvenile is staffed into JDC. The state's attorney is also responsible for developing and implementing policies and procedures for the JDC team. In the absence of the state's attorney, an assistant state's attorney represents the state's attorney's office on the JDC team.

#### **E. Defense Counsel**

The defense counsel will advise and assist the youth through various stages of the JDC from orientation to graduation. This may include representing a youth that has failed the program if the case is referred back to juvenile court for disposition. The defense counsel also participates in screening youth for participation in the program. He confers with JDC team members to determine acceptance of a youth in JDC. The defense counsel is a key member in formulating and adjusting the JDC program's operation and overall effectiveness.

#### **F. Treatment Coordinator**

The treatment coordinator must participate in all progress review hearings. This provides the JDC judge with important and valuable information upon which to base supervision and disposition decisions. The treatment provider develops an individualized treatment plan for each JDC participant based on age, culture, mental ability, levels of treatment, etc., and continuously reviews the plan.

#### **G. School**

The juvenile's school will provide information to the JDC coordinator regarding the JDC participant's school performance, attendance, progress and behavior/disciplinary reports and other relevant information. This information will verify the weekly "passport" each participant brings to court that states the classes they have attended and grades in each class for that week. This "passport" is signed off by each class teacher.

#### **H. Family**

The juvenile's family is expected to provide a supportive environment and adequate supervision to help ensure the youth's active participation during their involvement in the JDC. The family's involvement is essential for the youth's long-term success. The family may be required to participate in progress review hearings and treatment as ordered by the JDC judge.

#### **I. Law Enforcement**

Law enforcement will assist in monitoring the participants outside activities. Law enforcement will provide valuable and pertinent information regarding participant contact with the law and inappropriate behavior in the community. He will be a liaison between the local law enforcement and the JDC team in educating the law enforcement on the JDC program and promote involvement such as the Ride-Along Program or other activities with the participants. He will attend weekly staffing and weekly court sessions.

#### **J. State JDC Coordinator**

The state coordinator assists the director in the coordination of all activities related to the JDC program and responds to all statewide issues, policies, and inquiries regarding the program. The state coordinator keeps the JDC teams updated on changes in the program manual, training, and on all federal and state requirements on confidentiality, drug testing, and manages all budgets for the JDC Program.

### **III. JUVENILE DRUG COURT FORMS**

## JUVENILE DRUG COURT CONTRACT

**Please read each condition carefully, then initial. By initialing the condition, you are stating that you fully understand and will comply with each requirement.**

- \_\_\_\_ I will appear in court for my scheduled review hearings.
- \_\_\_\_ I will contact my juvenile court officer as scheduled. Additionally, the intensive tracker may make a home visit at any time, without prior warning.
- \_\_\_\_ I will comply with the terms and conditions of my probation.
- \_\_\_\_ I will comply with the terms and conditions of my Juvenile Drug Court Accountability Program Plan.
- \_\_\_\_ I will comply with the drug court program drug/alcohol testing requirements and procedures including the submission of observed urine samples. If I miss a test it will count as a positive (dirty) test and the sanction for a missed test will be more severe than for a positive tests. If I have a positive test in any drug court phase, the juvenile court officer or other JDC team member will inform the judge, and I will be sanctioned.
- \_\_\_\_ I understand my progress will be monitored and that incentives and sanctions will be applied as appropriate.

**I have read, understand, and agree to comply with the terms of my JDC contract.**

\_\_\_\_\_  
Participant Signature Date

\_\_\_\_\_  
Defense Attorney Signature Date

**I have read and understand the JDC contract and I agree that I will assist my child in fulfilling his/her JDC obligations. I also understand that the Court has the authority under N.D.C.C. § 27-20-27.1 to require parental/guardian participation in any treatment.**

\_\_\_\_\_  
Parent/Guardian Signature Date

## CONSENT FOR DISCLOSURE OF CONFIDENTIAL SUBSTANCE ABUSE INFORMATION

I, \_\_\_\_\_ authorize disclosure of all substance abuse information

(name) (date of birth)  
concerning me between \_\_\_\_\_, treatment provider; \_\_\_\_\_,  
district court judge; \_\_\_\_\_, state's attorney; \_\_\_\_\_,  
juvenile court; \_\_\_\_\_, juvenile drug court coordinator;  
\_\_\_\_\_, defense attorney; \_\_\_\_\_,  
school representative; \_\_\_\_\_, law enforcement  
representative; \_\_\_\_\_, community service representative;  
\_\_\_\_\_, parent/guardian; \_\_\_\_\_,  
tracking agency; \_\_\_\_\_, \_\_\_\_\_, and other  
referring agency.

The purpose of, and need for, this disclosure is to inform the juvenile drug court and all other above-named parties of my eligibility and acceptability for substance abuse treatment services, my diagnosis, treatment attendance, prognosis, and compliance with and progress in the juvenile drug court program.

Disclosure of this confidential information may be made only as necessary for, and pertinent to, hearings and reports concerning my juvenile drug court case. I understand and consent to other drug court participants, drug court service providers, and community members being present in the court room during my status review hearings with the approval of the drug court judge.

I understand I may revoke my consent for release of confidential information at any time, but not as to disclosures already made in good faith reliance on it. Such revocation is grounds for termination from juvenile drug court, and will result in referral of my case to juvenile court for disposition.

I understand this consent will remain in effect until I graduate or am terminated from the juvenile drug court or one (1) year from the date of my signature, whichever occurs first.

I understand any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations governing confidentiality of alcohol or drug abuse patient records and recipients of this information may redisclose it only in connection with their official duties.

I understand a copy of this consent has the same effect as an original.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defense Counsel Signature

\_\_\_\_\_  
Date

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

**CONFIDENTIALITY NOTIFICATION  
OF ALCOHOL AND DRUG ABUSE PATIENT RECORDS**

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser *UNLESS*:

- 1) The patient consents in writing;
- 2) The disclosure is allowed by a court order; or
- 3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violations of the federal law and regulations by a program are a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

(See 42 U.S.C. §290dd-3 and 42 U.S.C. §290ee-3 for federal laws and 42 C.F.R. Part 2 for federal regulations.)

**I have read and understand the Confidentiality Notification of Alcohol and Drug Abuse Patient Records.**

Participant signature	Date
-----------------------	------

---

Parent/guardian signature
Date

Defense Counsel signature	Date
---------------------------	------

*\*Adapted from **Federal Confidentiality Laws and How They Effect Drug Court Practitioners**, National Drug Court Institute, 1999.*



**JUVENILE DRUG COURT**  
Intake Interview and Screening Form

Juvenile Drug Court Program Eligible:    \_\_\_ Yes \_\_\_ No

Interview Date: \_\_\_\_\_ Court Date: \_\_\_\_\_

Juvenile's Name \_\_\_\_\_ M: \_\_\_\_\_ F: \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Ethnicity \_\_\_\_\_

School \_\_\_\_\_ Grade Completed \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Arresting Offense \_\_\_\_\_

Drug and/or Alcohol involved?    \_\_\_ Yes    \_\_\_ No

\_\_\_\_\_

Prior juvenile court contacts \_\_\_\_\_

\_\_\_\_\_

Juvenile's description of relationships with family, friends, and significant others:

\_\_\_\_\_

\_\_\_\_\_

Date juvenile received chemical dependency evaluation from treatment provider:

\_\_\_\_\_

\_\_\_\_\_  
Court Officer Signature

\_\_\_\_\_  
Date

## Juvenile Drug Court Accountability Plan

This plan will be reviewed every 30 days by the juvenile, their family and the drug court team.  
Goals should be: measurable, realistic, and specific

**Participant's Name** \_\_\_\_\_

### Chemical Dependency

Treatment Provider \_\_\_\_\_

Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Physical and Mental Health

Medical Provider \_\_\_\_\_

Mental Health Professional \_\_\_\_\_

Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Education

School \_\_\_\_\_

Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Family

Composition \_\_\_\_\_

Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Community Involvement/Appropriate Recreation

Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Social Support

Identified support system \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Family Strengths

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual Strengths

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
JDC Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
JDC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

JUVENILE DRUG COURT  
STATE OF NORTH DAKOTA

Please answer each question completely. That is, merely "yes" , "no" , "nothing" or "I don't know" are not acceptable answers. Tell us a little about yourself, in order for this experience to be the best it can be!

Use extra sheets of paper if necessary.

**PARTICIPANT INTAKE WORKSHEET**

1. Name, date of birth, year in school (if applicable).
  
  
  
  
  
  
  
  
  
  
2. Why were you court ordered into Juvenile Drug Court?
  
  
  
  
  
  
  
  
  
  
3. What do you hope to achieve in Juvenile Drug Court?
  
  
  
  
  
  
  
  
  
  
4. What are three things that you like to do?
  
  
  
  
  
  
  
  
  
  
5. What are three things you don't like to do?
  
  
  
  
  
  
  
  
  
  
6. If you were to be rewarded for something, what -- besides money -- would you want as a reward?

## CONDITIONS OF FORMAL PROBATION

**IN THE INTEREST OF \_\_\_\_\_, A CHILD  
IN THE DISTRICT COURT, JUVENILE DIVISION, \_\_\_\_\_,  
JUDICIAL DISTRICT.**

*The above named child and the undersigned parent(s) or custodian of the child, are ordered to comply with the following Formal Conditions of Probation.*

1. ☐ Abide by all city ordinances, state and federal laws.
2. ☐ Attend school and abide by all rules and regulations of the school.
3. ☐ Supervised probation shall consist of: (a) regular face-to-face meetings  
(b) search for the person by probation officer is permitted.
4. ☐ Must abide by a curfew of \_\_\_\_\_.
5. ☐ Completion of \_\_\_\_\_ hours of community service and will start within on week.  
Fee \_\_\_\_\_.
6. ☐ Payment of restitution in the amount of \$ \_\_\_\_\_.
7. ☐ Submit to supervised, random, drug and alcohol screens upon request of parent or court officer.
8. ☐ Driving privileges suspended for a period of \_\_\_\_\_ days.
9. ☐ May be assigned a tracker for after hours contacts and drug/alcohol testing.
10. ☐ Attend the KEYS to Innervisions Program. Date/time to be set by court officer. Fee of \$ \_\_\_\_.
11. ☐ Electronic monitoring.
12. ☐ Completion of drug/alcohol evaluation within 30 days and recommended treatment
13. ☐ Completion of psychiatric or psychological evaluation, and/or participate in individual or family counseling.
14. ☐ Required participation in Day Report Program.
15. ☐ Required participation and successful completion of drug court.
16. ☐ Completion of Juvenile Accountability Conference
17. ☐ Other \_\_\_\_\_
18. ☐ Other \_\_\_\_\_

- The Conditions of probation are in effect for the length of time the court so orders.
- Hereby authorize the release of any information concerning the above named child to and by the Juvenile Court to and by any school, law enforcement agency, courts, social, mental, or medical agency, including clinics and hospitals.

\_\_\_\_\_  
Child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Custodian

\_\_\_\_\_  
Attorney

(Northeast Central Judicial District)

## **JUVENILE DRUG COURT Progress Reports**

### **School Attendance**

A key element in the JDC contract is the participant's attendance and behavior at school. School information may be gathered by having the school filling out the **School Attendance Progress Report** and forwarding it to the JDC coordinator, and/or by the school representative attending the team meeting to discuss the status of the JDC participants.

### **Treatment Providers**

The treatment staff will provide a **Treatment Provider Progress Report** to the JDC coordinator prior to each JDC participants review hearing, and/or by the treatment provider attending the team meeting to discuss the status of the JDC participants.

### **Probation Report**

The court officer will provide a **Probation Progress Report** to the JDC coordinator prior to each JDC participants review hearing, or by the court officer attending the team meeting to discuss the status of the JDC participants

### **Progress Report for the JDC Judge**

JDC participant information will be gathered from the treatment provider, the school system, court officer, and additional JDC providers, by the JDC coordinator and compiled into an **Participant Progress Report**. The report will be forwarded to the JDC judge prior to the participants review hearing. The JDC judge will review the progress report in court with the youth. If incentives for compliance or sanctions for non-compliance are called for, the consequence is immediate, appropriate, and levied on an individual basis. The youth will be advised of the next court appearance date and a list of tasks to be completed before that date.

## JUVENILE DRUG COURT PROGRESS REPORT

TO: \_\_\_\_\_, Juvenile Drug Court Judge

Participant's Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

**1. Treatment:**

Provider: \_\_\_\_\_  
Group sessions attended (date): \_\_\_\_\_  
Individual sessions attended (date): \_\_\_\_\_  
Drug tests done (date): \_\_\_\_\_  
Treatment provider recommendations: \_\_\_\_\_

**2. Community Service:**

Work Site: \_\_\_\_\_  
Total hours ordered for the program: \_\_\_\_\_  
Additional hours ordered for the program: \_\_\_\_\_  
Hours ordered done since last court appearance: \_\_\_\_\_  
Hours completed since last court appearance: \_\_\_\_\_  
Hours remaining to complete community service: \_\_\_\_\_

**3. School Status:**

School attending: \_\_\_\_\_ Summer school: \_\_\_\_\_  
Attendance since last court appearance: \_\_\_\_\_  
Date of tardy: \_\_\_\_\_  
Date of Absence: \_\_\_\_\_ (Reason) \_\_\_\_\_  
Grades: \_\_\_\_\_  
Other: \_\_\_\_\_

**4. Employment Status:**

Job site: \_\_\_\_\_ Part-time \_\_\_\_\_  
Full-time: \_\_\_\_\_  
Comments: \_\_\_\_\_

**5. Tracker Assigned:**

Drug Tests	_____ (date)	_____ (results)
	_____ (date)	_____ (results)
	_____ (date)	_____ (results)

Comments: \_\_\_\_\_

**6. Court Officer:**

CO Report: \_\_\_\_\_  
\_\_\_\_\_

**7. Requirements from last court appearance:**

\_\_\_\_\_  
\_\_\_\_\_

Recommendations for the next court appearance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date completed: \_\_\_\_\_

## Participant Progress Report

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Path: \_\_\_\_\_

Last Court Date: \_\_\_\_\_

### Drug Tests:

Required # of Tests: \_\_\_\_\_

Date: \_\_\_\_\_ Results: \_\_\_\_\_

Date: \_\_\_\_\_ Results: \_\_\_\_\_

### Probation Appointments:

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

### Group:

Treatment: \_\_\_\_\_

Other Groups: \_\_\_\_\_

School Attendance: \_\_\_\_\_

Community Service Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Balance from previous weeks: \_\_\_\_\_ Hours added: \_\_\_\_\_

Less hours worked: \_\_\_\_\_ New balance: \_\_\_\_\_

Team Decision: \_\_\_\_\_

\_\_\_\_\_

Requirements for next drug court appearance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next court date: \_\_\_\_\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Juvenile Drug Court Judge



IN DISTRICT COURT, JUVENILE, COUNTY OF \_\_\_\_\_ OF NORTH  
DAKOTA IN THE INTEREST OF \_\_\_\_\_

File No. \_\_\_\_\_

vs.

\_\_\_\_\_. Respondents

Date: \_\_\_\_\_

Present in Court: \_\_\_\_\_

**ORDERED CONDITIONS FOR NEXT COURT APPEARANCE:**

SCHOOL: \_\_\_\_\_

JOB: \_\_\_\_\_

COMMUNITY SERVICE: \_\_\_\_\_

TREATMENT: \_\_\_\_\_

DRUG SCREENS: \_\_\_\_\_

FAMILY: \_\_\_\_\_

PROBATION OFFICER CONTACTS: \_\_\_\_\_

OTHER: \_\_\_\_\_

**Appointment(s) this week:**

_____	(date)	_____	(time)	_____
_____	(date)	_____	(time)	_____
_____	(date)	_____	(time)	_____
_____	(date)	_____	(time)	_____

I WILL COMPLY WITH THE COURT ORDERED REQUIREMENTS:

\_\_\_\_\_  
Name

NEXT COURT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\_\_\_\_\_  
Judge of District Court

**JUVENILE DRUG COURT**  
**School Attendance Progress Report**

Student's Name: \_\_\_\_\_ Reporting Period: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Un-excused Absences:**                      Y        N

Reason \_\_\_\_\_  
\_\_\_\_\_

**Attitude and Behavior:**      Acceptable      Not Acceptable

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Disciplinary actions**                      Y        N

Reason \_\_\_\_\_  
\_\_\_\_\_

**Quality of Work:**                      Acceptable      Not Acceptable

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SCHOOL PROGRESS REPORT

Community School

Name \_\_\_\_\_

Court Title \_\_\_\_\_

From Thursday, \_\_\_\_\_, to Wednesday, \_\_\_\_\_

Total time in for the week \_\_\_\_\_

Total time out for the week \_\_\_\_\_

Progress in work/approximate grade

Attitude/Behavior

Other important information:

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\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Address

High School

(Northeast Central Judicial District)

## Weekly Progress Report

(Presented by participant)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Grades: \_\_\_\_\_

Attendance: \_\_\_\_\_

School Group: \_\_\_\_\_

\_\_\_\_\_

Treatment: \_\_\_\_\_

\_\_\_\_\_

Family: \_\_\_\_\_

\_\_\_\_\_

Friends: \_\_\_\_\_

\_\_\_\_\_

Feelings about myself: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I haven't had a dirty drug or alcohol test since \_\_\_\_\_

What was one good deed or good choice this week:

\_\_\_\_\_

\_\_\_\_\_

Requests: \_\_\_\_\_

**JUVENILE DRUG COURT**  
**Student Passport**

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

<b>Class</b>	<b>Current Grade</b>	<b>Number of Absences</b>	<b>Number of Tardies</b>	<b>Incomplete Assignments/Teacher Comments and Signatures</b>

## TRACKING AND DRUG/ALCOHOL TESTING NOTIFICATION FORM

I am a tracker for \_\_\_\_\_ Organization I tested \_\_\_\_\_ Participant on \_\_\_\_\_ Date/time. Using the \_\_\_\_\_ Test name, he/she tested positive for [THC/Cocaine/Amphetamine/Methamphetamine/Alcohol/Other]. Other matters of note are:

\_\_\_\_\_

As a matter of court-mandated policy, I am prohibited from discussing this test in any detail at this time, other than to give him/her the opportunity to admit or deny usage in writing, and, if they admit, to give a brief explanation in writing. If this test is to be discussed in any further detail, it must be done so at drug court staffing or during the drug court proceedings.

I, \_\_\_\_\_ Participant, admit/deny using [THC/Cocaine/Amphetamine/Methamphetamine/Alcohol/Other]. Brief explanation (less than 20 words)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tracker Signature

\_\_\_\_\_  
Participant Signature

### CERTIFICATE OF DISPOSITION/DELIVERY (Tracker must complete one of the two options below)

**OPTION 1.** As a matter of court-mandated policy, I am required to present a copy of this form to the participant's parent/guardian. I hand-delivered this form on \_\_\_\_\_ Date and time.

\_\_\_\_\_  
Signature of Tracker

\_\_\_\_\_  
Signature of Parent

**OPTION 2.** As a matter of court-mandated policy, since the parent/guardian is not available, I am required to leave this form with the participant. I have observed the participant and I am satisfied that a crisis situation does not exist at this time, so the authorities do not need to be notified.

I, \_\_\_\_\_ Participant, agree to show this form to my parents.

\_\_\_\_\_  
Signature of Tracker

\_\_\_\_\_  
Signature of Participant

**JUVENILE DRUG COURT, STATE OF NORTH DAKOTA  
QUESTIONNAIRE REGARDING MENTAL HEALTH AND  
SUBSTANCE ABUSE SERVICES**

1. Have you ever been involved in counseling services for mental health or substance abuse services in the past?

☐ Yes      ☐ No

Counselor: \_\_\_\_\_

Place: \_\_\_\_\_

Length of time: \_\_\_\_\_

Reason: \_\_\_\_\_

Counselor: \_\_\_\_\_

Place: \_\_\_\_\_

Length of time: \_\_\_\_\_

Reason: \_\_\_\_\_

2. Are you currently seeing a counselor for mental health or substance abuse services?

Counselor: \_\_\_\_\_

Place: \_\_\_\_\_

Length of time: \_\_\_\_\_

Reason: \_\_\_\_\_

3. Have you ever been hospitalized for mental health or substance abuse concerns?

☐ Yes      ☐ No

Hospital: \_\_\_\_\_

Length of stay: \_\_\_\_\_

Reason: \_\_\_\_\_

4. Have you previously been seen by a physician and placed on medication for mental health or substance abuse concerns?

☐ Yes      ☐ No

Physician: \_\_\_\_\_

Medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

5. Are you currently taking medication?

☐ Yes ☐ No

Physician: \_\_\_\_\_

Medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

6. Have you been placed outside of the home into a group home, foster home, residential center, or correctional facility for mental health and/or substance abuse concerns?

☐ Yes ☐ No

Where: \_\_\_\_\_

Length of placement: \_\_\_\_\_

Reason for placement: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**JUVENILE DRUG COURT  
STATE OF NORTH DAKOTA**

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**PARTICIPANT'S APPLICATION FOR PATH ADVANCEMENT**

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ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1.     What was the charge that led to you being court ordered into the Juvenile Drug Court program?
  
  
  
  
  
  
  
  
  
  
2.     Why did you commit the offense in #1?
  
  
  
  
  
  
  
  
  
  
3.     With regard to #1, given what you've learned so far in Juvenile Drug Court, what would your decision be if you had to do it all over again? Be specific.
  
  
  
  
  
  
  
  
  
  
4.     With regard to your answer in #3, why?
  
  
  
  
  
  
  
  
  
  
5.     What have you accomplished in that justifies your advancement to the next Path?
  
  
  
  
  
  
  
  
  
  
6.     How long have you been alcohol and drug free?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JUVENILE DRUG COURT  
STATE OF NORTH DAKOTA**

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**PARENT'S APPLICATION FOR CHILD'S PATH ADVANCEMENT**

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Child's Name: \_\_\_\_\_ Date \_\_\_\_\_

1. Is your child ready to advance to the next Path? Why or why not?
  
2. What lifestyle changes has your child made since participating in Drug Court?
  
3. With respect to each area listed, what improvements do you feel need to be made by your child:
  - A. Home
  
  - B. School
  
  - C. Work
  
  - D. Friends
  
  - E. Family
  
  - F. Treatment

4. List at least two accomplishments your child has made since entering Drug Court:

A.

B.

5. Do you have any suggestions for the Drug Court Team that might help your child? (i.e. sanctions, rewards, limits)

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\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Parent

**JUVENILE DRUG COURT  
STATE OF NORTH DAKOTA  
PARTICIPANT'S APPLICATION FOR ADVANCEMENT TO PATH IV  
RECOVERY PLAN**

**NAME:** \_\_\_\_\_

What were some of the reasons you used chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How do you intend to deal with those reasons without using chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How have your attitude/behaviors changed since you entered treatment?

- 1.
- 2.
- 3.
- 4.
- 5.

Here are the reasons why I wish to stay sober:

- 1.
- 2.
- 3.
- 4.

5.

These are the friends that I will probably use chemicals with. (First name and last initial).

1.

2.

3.

4.

5.

How many friends do you have that know and support your sobriety? (First name and last initial)

1.

2.

3.

4.

5.

The five things I'm going to do to remain chemically free are:

1.

2.

3.

4.

5.

The five ways my family can help me to remain chemically free are:

1.

2.

3.

4.

5.

# Northeast Central Juvenile Drug Court

## Exit Questionnaire

***Please answer each question with complete honesty. This questionnaire is intended to assist the NEC Juvenile Drug Court in evaluating their program.***

1. Name: \_\_\_\_\_

Were you a volunteer or court-ordered participant? If court-ordered, how do you feel about that?

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2. How long have you been in the program? \_\_\_\_\_

3. Describe your life prior to your entry into the program?

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4. Describe your life now that you have completed the program?

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5. What did you like most about the Drug Court Program? \_\_\_\_\_

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6. What did you like least about the Drug Court Program? \_\_\_\_\_

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**7. Describe how your sobriety has affected your relationship with others (include your family and close friends).**

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**8. Who do you feel was most helpful in you successfully completing the drug court program?  
And why?**

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**9. What are your plans for the future?** \_\_\_\_\_

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**10. Other comments:**

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**Please return in the stamped envelope.**

**Thank you!**

**Juvenile Drug Court  
Parent Exit Questionnaire**

Please answer each question with complete honesty. This questionnaire is intended to assist the Juvenile Drug court in evaluating their program.

**Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**How long was your child in the drug court program?** \_\_\_\_\_

**Describe your child's life prior to your entry into the program:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe your child's life now that he/she has completed the program:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What did you like most about the program?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What did you like least about the program?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## JUVENILE DRUG COURT SIGN IN SHEET

Date \_\_\_\_\_

**(Please print your name, and reason for attendance)**

Name

**Reason for Attendance**[illegible]

**Confidentiality Clause:**

**The issues discussed in this court room are sensitive matters. In order to be the most helpful and effective we must protect the information given during this, and all other drug court meetings and sessions. Please respect the rights of others and don't discuss these proceedings with unrelated individuals.**

IN JUVENILE COURT, COUNTY, NORTH DAKOTA  
IN THE INTEREST OF \_\_\_\_\_, A MINOR CHILD

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**MOTION FOR DISMISSAL OF ACTION**  
Case No. \_\_\_\_\_

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I, \_\_\_\_\_, the above-named minor child appeared before this court on the charges of \_\_\_\_\_. As a condition of probation I was ordered to complete Juvenile Drug Court. I now truthfully state I have fulfilled all conditions of probation and have satisfactorily completed the Juvenile Drug Court Program. Therefore, I ask the Court to dismiss the charge in this matter and enter an order sealing my juvenile records with respect to the above stated charges.

\_\_\_\_\_  
Name

We, the undersigned members of the Juvenile Drug Court Team have reviewed the above request and join with \_\_\_\_\_ in his request for a dismissal of the above-stated charges.

\_\_\_\_\_  
Assistant State's Attorney

\_\_\_\_\_  
Defense Counsel

\_\_\_\_\_  
Juvenile Supervisor

\_\_\_\_\_  
Human Service Center

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**ORDER OF DISMISSAL**

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Having reviewed this application and the file(s) containing the above-stated offense, this Court finds \_\_\_\_\_ has complied with the conditions of probation as ordered and has successfully completed Juvenile Drug Court. Therefore, **IT IS HEREBY ORDERED the Petition containing said charges is hereby dismissed and the Clerk of District Court is directed to seal any juvenile records with respect to said charges.**

Dated: \_\_\_\_\_

By the Court:

\_\_\_\_\_  
District Court Judge

District Court Chambers  
\_\_\_\_\_  
Judicial District  
\_\_\_\_\_, North Dakota Zip Code \_\_\_\_\_

**IN JUVENILE COURT, GRAND FORKS COUNTY, NORTH DAKOTA**  
**IN THE INTEREST OF \_\_\_\_\_, A MINOR CHILD**

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**TERMINATION ORDER**

Upon the recommendation of the Northeast Central Juvenile Drug Court team and after consideration of all relevant factors, the undersigned finds that the minor child has failed to follow the directives, rules and policies of Juvenile Drug Court to the extent that successful completion of the Juvenile Drug Court program is not possible and continued participation in the program is detrimental to the remaining participants and therefore,

IT IS HEREBY ORDERED:

\_\_\_\_\_ be and hereby is terminated from the  
Northeast Central Juvenile Drug Court.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2003.

BY THE COURT:

\_\_\_\_\_  
JDC Judge

copies to: Probation Officer or Case Manager  
Participant's parent(s) or guardian